



**NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES
COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION**

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GUIDELINES FOR PREPARING INSTITUTIONAL PROGRESS REPORTS

Occasionally, institutions are required to submit progress reports on subjects where the Commission has expressed a concern or need for further information. The following guidelines will help institutions prepare these reports.

Commission staff is available to answer questions or provide assistance in applying the guidelines to institutional situations. Institutions are encouraged to submit a rough draft for staff review and feedback.

Format and Content

Cover Page Include the institution's name, location, the date, and a brief summary of the subject(s) of the report.

Institutional Overview Describe the institution briefly. Provide enough information so that a reader unfamiliar with the institution will have a basic understanding of its nature and scope. Include any significant recent developments or future plans of which the Commission should be aware.

Subject(s) of the Report This most important section of the report addresses the specific areas of Commission concern. Discuss each with enough relevant background to place the matter in context. Include efforts to address the specified concerns, a description of the current situation, and plans for the future. Be as explicit and precise as the nature of the materials permits. Length of the report will depend on the number of topics to be addressed. Brevity is desirable, but each subject should be discussed fully enough to enable readers to assess the situation at the institution. Include evidence for all assertions and analyze all figures provided.

Appendix Include here only those institutional documents that provide greater understanding or support for the topic(s) of concern in the report. In cases where enrollment and finances are a concern, include CIHE data forms to support the narrative content of the report. Those forms are available electronically from Commission staff.

Submission

Four (4) copies of the report and any appended material should be submitted to the Commission office by the required date. Each copy of the report should be 3-hole punched, securely stapled and not bound or placed in a folder. Following Commission review, the institution will be notified of action taken on the report.

February, 2007